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A STATE PLAN FOR COMMUNITY SERVICE AND CONTINUING EDUCATION PROGRAMS UNDER TITLE I OF THE HIGHER EDUCATION ACT OF 1965 SUBMITTED BY THE STATE OF LOUISIANA.

BY- DAVIDSON, JOHN W. PELLEGRIN, LIONEL O.
LOUISIANA ST. COMM. ON EXT. AND CONTINUING EDUC.

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THE LOUISIANA STATE PLAN INCLUDES ADMINISTRATIVE INFORMATION, PROCEDURES FOR SELECTING COMMUNITY PROBLEMS, INSTITUTIONS, AND REVIEWING APPLICATIONS, FISCAL AND INSTITUTIONAL ASSURANCES, ACCOUNTING PROCEDURES, REVIEW AND EVALUATION OF PROGRAMS, TRANSFER OF FUNDS, REPORTS, DETAILS OF THE ANNUAL PROGRAM, AND ELIGIBILITY OF PROGRAMS. GENERAL PROBLEM AREAS DESIGNATED AS PRIORITIES FOR LOUISIANA'S THIRD ANNUAL PROGRAM ARE GOVERNMENT AND COMMUNITY AFFAIRS--IMPROVEMENT OF MANAGERIAL ABILITY AND EXPERTISE OF COMMUNITY LEADERS--(45 PERCENT OF FUNDS), IMPROVEMENT OF ESSENTIAL URBAN SERVICES, ESPECIALLY COMMUNITY HEALTH AND DEVELOPMENT SERVICES (28 PERCENT), AND HUMAN RELATIONS TO INCLUDE COMMUNITY CONFERENCES, LEADERSHIP TRAINING PROGRAMS FOR INDIGENOUS NEIGHBORHOOD LEADERS IN THE LOWER ECONOMIC GROUPS, AND SEMINARS FOR TEACHERS AND LOCAL GOVERNMENT PERSONNEL TO INCREASE THEIR UNDERSTANDING OF AND ABILITY TO WORK WITH THE SUBCULTURE OF POVERTY (27 PERCENT). THE DOCUMENT CONTAINS LISTS OF COMMISSION MEMBERS AND INSTITUTIONS OF HIGHER EDUCATION. (AJ)

ED017883

A State Plan for Community Service and Continuing Education Programs under Title I of the Higher Education Act of 1965

Submitted by the State of Louisiana in accordance with the provisions of Title I of the Higher Education Act of 1965 (P.L. 89-329) and the Regulations promulgated thereunder (45 C.F.R., Chapter I, Part 173).

Approved by Louisiana Commission on Extension and Continuing Education on June 13, 1967.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Louisiana Commission on
Extension and Continuing Education

By John W. Davidson
John W. Davidson, Chairman

Dr. Lionel C. Pellegrin, Vice Chairman

To be completed by the Office of Education
Date on which plan is effective: _____

AC006 501

I. Submission of State Plan

The State of Louisiana, through the Louisiana Commission on Extension and Continuing Education, hereby submits to the U.S. Commissioner of Education for approval its State plan for participation in the grant program authorized by Title I of the Higher Education Act of 1965, Community Service and Continuing Education Programs, (P.L. 89-329, approved November 8, 1965).

II. Administration Information

A. The name and address of the State agency responsible for the administration of the State plan is:

Louisiana Commission on Extension
and Continuing Education
169 Lafayette St., P.O. Box 44331
Baton Rouge, La. 70804

B. The official of the State agency to whom correspondence should be directed with respect to all matters pertaining to the State plan is:

Edmund M. Reggie, Executive Director
P.O. Box 44331
Baton Rouge, Louisiana 70804

C. The official of the State agency responsible for the receipt and disbursement of Federal funds under this program is:

~~John W. Davidson, Chairman~~ Dr. Lionel O. Pellegrin Vice Chr.
306 Reymond Bldg., P.O. Box 2261
~~Baton Rouge, La. 70812~~
&
Edmund M. Reggie, Executive Director
P.O. Box 44331
Baton Rouge, La. 70804

D. The Louisiana Commission on Extension and Continuing Education is the sole agency responsible for the administration of the State plan. The Commission is broadly representative of institutions of higher education in the State, public and private, which are competent to offer community service programs. (See: Appendix A-1 for list of members of Commission and for a letter from the Governor of Louisiana to the U. S. Commissioner of Education establishing the qualifications of the Commission.)

E. The Louisiana Commission on Extension and Continuing Education will notify the U.S. Commissioner of Education within 15 days of changes in the composition of the Commission, if such changes affect the qualifications of the Commission set forth in II. D.

III. Policies and Procedures for Selection of Community Problems

A. Policies and procedures followed by the State agency in selecting those community problems or specific aspects thereof for the solution of which Federal funds allotted will be used.

The eleven-member State-wide Title I Commission shall serve as the key focal point for evaluation, analysis, and selection of general problem areas with respect to community services and continuing education. The general problem areas agreed upon for inclusion in this State plan serve as a frame of reference for the submission of specific program proposals by the various Louisiana institutions of higher education participating in this Title I program. The Commission met to discuss the objectives and purposes of this new Federal-State-Local program, and to generate some thinking about the general community service and continuing education problems confronting Louisiana. The Commission will be divided into three major sub-committees for the purpose of preparing background or position papers about overall community service and continuing education problems in Louisiana. While the major responsibility for the preparation of these papers rests with the members of the Commission, viewpoints of higher education will be sought and used from specialists. The president of each institution of higher education participating or interested in the provisions of Title I has appointed a representative to work with the Commission in the preparation of the State plan. The three general problem areas set forth in this State plan, pursuant to Section 173.12 (c) of the Federal regulations, were selected at a meeting of the Commission using the sub-committee's position papers as a basis for this selection.

The State agency will consult with representative community leaders, associations and organizations as well as representatives of higher education who are especially knowledgeable or especially qualified in the solution of community problems.

B. The criteria used in the selection of general problem areas are:

1. That the problem is consistent with the purposes of Title I of the Higher Education Act of 1965 and is related to an urban, suburban or rural problem.

2. That the problem lends itself to an action program aimed at solutions through continuing education or extension activities (in accordance with the intent of the Act).

3. That the State's overall and specialized educational and community resources present excellent prospects for the solution of the general community problem being attacked.

4. That other ongoing or projected Federal, State, and/or Local programs do not provide a solution for the same problem, resulting in unnecessary duplication of effort.

IV. Policies and Procedures for Selection of Institutions

A. The State agency will allocate funds only to such "institutions of higher education" as come within the definition of that term in Section 801 (a) of the Act and Regulation 173.1 (f). (See Appendix B for a listing of institutions of higher education in Louisiana eligible to participate in the Title I program.)

B. The State agency will not make payments for any community service program which is provided by a school or department of divinity. However, any institution of higher education which has a school, branch, department, or other administrative unit which comes within the definition of "school" or "department of divinity" as set out in Regulation 173.1 (h) will not be precluded from participation if the community service program is not related to sectarian instruction or religious worship.

C. Policies and procedures used in selecting institutions of higher education for participation under the State plan.

Procedures: The president of each of the institutions of higher education in Louisiana eligible to participate in this program was notified by the Commission. This notification consisted of a memorandum describing the program's objectives and requesting that the Commission be advised within a period of 10 days if the institution wished to participate in the program.

Policies and Criteria Governing Participation. Participation by institutions of higher education is subject to the following requirements:

1. That a community problem be clearly identified which is related to the general problem area (s) described in the State plan.

2. That the program proposal sets forth a plan aimed at solving the community problem.

3. That procedures be outlined to evaluate program effectiveness.

4. That certification be submitted that the proposed program will not duplicate existing Federal, State, and Local programs and that the proposed program is not otherwise available.

5. That statements be submitted giving evidence of an institution's special resources in staff and facilities concerning continuing education and community services. (See Appendix C for the criteria and policies used in the selection of participating institutions.)

D. Policies and procedures to be used in reviewing applications submitted by institutions of higher education in participating in the program.

Review of all applications shall be made initially by the staff of the Commission. Priorities for the allocation of funds will be made by the staff for those proposals which best meet the criteria established in IV. C. of the State plan. Final determinations concerning the establishment of priorities shall be made by the Commission.

E. Procedures followed to assure that adequate notice of the selected community problems be given to all institutions that might qualify.

Under date of April 28, 1966, a letter was sent from the Director of the General Extension Division at Louisiana State University, Lionel O. Pellegrin, who at this time was the designated agent, to the presidents of each of the institutions in Louisiana eligible to participate in the Title I program. This letter advised each institution of its eligibility, and called a state-wide meeting of all Institutions of Higher Education representatives interested in Title I, at which time Title I and the Promulgated Regulations were explained. Each institution desiring to participate in the State plan, or interested in learning more about the program, was requested so to inform the Designated Agency, and file proposals for funding in FY 66. A letter was sent by the Chairman, Louisiana Commission on Extension and Continuing Education, John Davidson, to all Presidents of Higher Education Institutions, June 8, 1966 indicating a change in designated agency for administering Title I to the Louisiana Commission on Extension and Continuing Education.

F. Considerations used in selecting institutions of higher education.

Selection of institutions of higher education as eligible for participation under Title I of the Higher Education Act of 1965 has been made in accordance with the following definition contained in paragraph 173.1 (f) of the Federal regulations:

"Institution of higher education" means an educational institution in any State which (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, (2) is legally authorized within such State to provide a program of education beyond

secondary education, (3) provides an educational program for which it awards a bachelor's degree or provides not less than a 2-year program which is acceptable for full credit toward such a degree, (4) is a public or other non-profit institution, and (5) is accredited by a nationally recognized accrediting agency or association as determined by the Commissioner or, if not so accredited, is an institution whose credits are accepted, on transfer, by not less than three institutions which are so accredited, for credit on the same basis as if transferred from an institution so accredited. Such term also includes any business school or technical institution which meets the provisions of subparagraphs (1), (2), (4), and (5) of this paragraph.

V. Fiscal assurances

A. Policies and procedures to be followed to assure that Federal funds allotted for the program will not be used to supplant State or local funds or funds of higher education institutions but will supplement and to the extent practicable increase the amount of such funds that would otherwise be made available for community service programs.

Institutions of higher education submitting program proposals for participation under the State plan will also be required to include the following information concerning fiscal assurances:

1. A statement of institutional expenditures in fiscal year 1965 for community services and continuing or extension education, and the year for which funds are requested.

2. A certified statement signed by the chief fiscal officer of the institution indicating that the expenditures shown for the fiscal year 1965 are correct and the year for which funds are requested.

B. The State agency assures the Commissioner that the certification required under 173.22 of the Regulations will be forwarded to the Commissioner and the information upon which it is based will be retained by the State agency so as to be available to the Commissioner upon request.

The state agency will provide the Commissioner of Education with an annual certification that all institutions participating in the plan have funds available for expenditure for community service and continuing education programs, and that the total amount available is not less than the actual amount expended from non-Federal sources by those institutions for community service and continuing education programs for fiscal 1965, plus an amount that is not less than the non-Federal share of the costs of Community Service and Continuing Education Programs for which Federal financial assistance is requested. The

state agency will obtain the necessary documented records of expenditures and income from each participating institution to substantiate the above certification, and these records will be maintained in the office of the agency and made available to the Commissioner of Education upon request.

VI. Fiscal control and fund accounting procedures to be followed to assure proper disbursement of and accounting for Federal funds paid to the State including those funds paid by the State to participating institutions of higher education.

A. The legal title and official address of the officer who has legal authority to receive and provide for the custody of Federal funds in a specially designated and restricted fund:

The State Treasurer
State of Louisiana
State Capitol Building
Baton Rouge, Louisiana 70804

B. The officers in the State who will requisition and approve the expenditure of any Federal funds are:

Chairman, Louisiana Commission on
Extension and Continuing Education
and
Executive Director, Louisiana
Commission on Extension and Continuing Education

C. The accounts and documents supporting expenditures from the above account, which will make possible an accurate and expeditious audit of the utilization of the Federal funds are described as follows:

The State agency will maintain a ledger, accounting for funds received and expenditures made, which will meet the requirements of the Legislative Auditor and the Commissioner of Administration. Each entry can be verified by means of deposit records, vouchers, invoices and statements, payrolls, and similar documents. Institutions of Higher Education will maintain specially designated and restricted funds to account for income and expenditures of approved programs.

D. The above described accounts and documents supporting expenditures will be maintained by the State agency until notification of completion of Federal audits for the Federal fiscal year concerned.

E. The extent and frequency of State audits of expenditures, including expenditures of Federal funds, and the responsibility for corrective action regarding exceptions by State auditors, are as follows:

> All expenditures are subject to review by the Commissioner of Administration and the Legislative Auditor. Annual post audits are to be conducted by the Legislative Auditor (Louisiana Revised Statutes of 1950, Title 39, Section 91).

If the report of the Legislative Auditor sets forth that any public money has been illegally expended, or that any public money collected has not been accounted for or that any public property has been converted or misappropriated, the officer receiving the report shall, within ninety days, institute civil action in the proper court, with the assistance of the Attorney General, and shall prosecute such actions to final determination.

F. The State agency assures the Commissioner that all expenditures of institutions of higher education claimed for Federal financial participation or matching purposes or for any other purpose relevant to the program will be audited either by the State or by other appropriate auditors. If the audit is to be made at the institutional level, the procedures to be followed to secure adequate information to assure proper use of the funds are:

1. The institution will be notified that an audit is to be made, and that pertinent records relevant to expenditures under the program are to be made available.

2. The audit will determine through an examination of the records that funds have been expended appropriately, in accordance with the contract and the State agency procedures.

3. Upon completion of the audit, the institution will be advised by the State agency as to the audit findings. If the audit disallows certain expenditures, the institution may file an appeal with the State agency within thirty days of the notification of disallowance. A hearing shall be held by the State agency within sixty days of the date of appeal by the institution. Following the hearing, the State agency shall affirm, deny or modify the audit findings.

4. The State Legislative Auditor will annually audit the accounts of the State Agency and will reconcile amounts shown on reports of institutional audits with records in the State office.

G. The State agency assures the Commissioner that in its maintenance of accounts, records and reports it will make promptly any necessary

adjustments to reflect refunds, credits, underpayments or overpayments, as well as any adjustments resulting from Federal or State administrative reviews and audits, and that such adjustments will be set forth in the State's financial reports filed with the Commissioner.

H. The account for Community Service and Continuing Education Programs will be classified under the function "Extension and Public Service" as outlined in College and University Business Administration Volumn I, unless prior written approval has been made by the state agency to deviate from this functional classification. This provides the most convenient accounting classification for determining the maintenance of effort by institutions of higher education. This classification eliminates the need for separate certifications for "Community Service Programs" and "Extension and Continuing Education."

VII. Institutional assurance

The State Agency assures the Commissioner that, prior to approval of any community service program under the plan, each institution of higher education proposing such a program will submit to the State agency the certification required by Section 173.15 of the Federal regulations.

Such certification will be on file with the State agency and will be made available to the Commissioner upon request. (See Appendix C for a copy of the Statement required on institutional assurance.)

VIII. Policies and procedures to be followed by the State agency in making periodic, systematic and objective administrative reviews and evaluations of programs, activities, and services.

A quarterly progress and financial report shall be submitted by an institution of higher education to the State agency for each program funded under Title I of the Higher Education Act. Such report shall be used as a resource for the preparation of the semi-annual progress report and the annual report required by the Commissioner under Section 173.20 of the Federal regulations. The quarterly report shall be reviewed by the Commission and the staff of the State agency to evaluate the status and progress of particular programs in terms of the objectives of the annual program and the State plan. Each quarterly progress report shall contain information showing:

1. The portion of the program completed.

2. The portion of the program budget thus far spent.

3. A quantitative analysis of the program's impact in terms of persons served or in terms of other appropriate indices.

4. An evaluation to date of the program's success in meeting its objectives as related to the solution of a community problem.

The information provided in the quarterly progress report shall serve as a guide to the State agency with respect to qualitative evaluations and comparisons of the various specific programs being funded under the State plan.

IX. Transfer of funds to participating institutions

A. The State agency has determined that payment of Federal funds to participating institutions will generally be made as a reimbursement for actual expenditures. If, however, the participating institution is unable to support the Federal share of the program cost until reimbursement can be made, an advance payment of Federal funds may be made.

B. The policies and procedures to be followed in determining for each participating institution whether payment will be made as a reimbursement for actual expenditures or as an advance prior to actual expenditures are:

1. Advances prior to actual expenditures shall only be made upon receipt of a certification from the participating institution that:

a. merchandise has been received, or services have been rendered; and

b. the institution, because of limited finances, is unable to pay for such merchandise or services.

2. Eligible costs of the program will be determined in accordance with paragraph 173.27 of Regulations (Title 45, Ch. I, part 173).

C. When the State agency determines that an overpayment has been made, adjustments will be made by repayment or be setoff against payment thereafter.

X. Accounting bases for expenditures

A. The accounting basis used by the State agency is an obligation basis. The applicable State laws, rules and regulations are:

1. The general appropriations bill, enacted before the beginning of each fiscal year, provides that unexpended balances of all appropriations and reappropriations, against which liabilities have been lawfully incurred are, to the extent of such liabilities, reappropriated from the funds from which they were originally

appropriated or reappropriated, and made available for the purpose of discharging such liabilities for a period of four months. The Division of Administration may extend the four-month period for such additional time as may be required.

2. The general appropriations bill also provides that all revenues received from the Federal Government by the State, or any of its departments, offices or institutions, and any receipts or any collections made for and on behalf of the United States Government are appropriated for the purpose for which allotted or collected.

3. Balances in administrative funds of the State agency at the end of each fiscal year are returned to the U. S. Treasury, in accordance with regulations promulgated in the Federal Register, Title 45, Chapter I, Part 173.

4. The accounts of both the state agency and the participating institutions will be audited on an annual basis.

5. The accounting basis used will be obligation. The administrative documentation which constitutes an obligation is a requisition of the Louisiana Division of Administration.

B. The State agency will ascertain the accounting practice of each institution at the time of its selection for participation under the State plan and will retain such information in the offices of the State agency.

XI. Reports and Records

A. The State agency will submit to the Commissioner the reports enumerated in Regulation 173.20, and any other reports as the Commissioner may require to carry out his functions under the Act; and will maintain such records, afford such access thereto, and comply with such other provisions as the Commissioner may find necessary to substantiate and/or verify the information contained in the reports.

B. The State agency will keep accessible and intact all records supporting claims for Federal grants, or relating to the accountability of the State agency and participating institution of higher education for expenditure of matching funds, as required by 173.29 of the Regulations.

XII. Details of the annual program

A. Specific aspects of the comprehensive, coordinated, and State-wide system of community service programs for which financial assistance is requested for the fiscal year ending June 30, 1968; and the basis for the selection of the community service programs, the method of selection, the scope, prevalence, complexity, duration, relationship with other community service activities in the State, and the cost estimates for each type of programs.

The format of the annual program for the State of Louisiana submitted by the Louisiana Commission on Extension and Continuing Education has been developed in regard to the provisions of paragraph (c) of section 173.12, rather than paragraph (d) of section 173.12. The identification of general problem areas was made within the specific context of developing action programs for solving community problems through the application of existing knowledge. This identification process was made by a professional staff broadly representative of institutions of higher education competent to offer community service programs, and by specialists possessing considerable experience in working with and solving community problems.

There was no difficulty in identifying an almost endless variety of general problem areas requiring solution in Louisiana. The major task was to establish priorities in order that those problems selected for Louisiana's program represented an assignment or objective which could be met from a practical point of view. The following three general problem areas were selected on October 18, 1966 as priorities for Louisiana's second annual program and were designated by the Commission on June 13, 1967 as priorities for Louisiana's third annual program.

1. Government and Community Affairs: Improvement of Managerial Ability and Expertise of Community Leaders;

2. Improvement of Essential Urban Services, especially community health and development services; and

3. Human Relations.

B. The State agency has relied heavily on the advise and counsel of the presidents of institutions of higher education in determining the community problems or aspects thereof to be solved. It is envisioned that the number of community leaders and organizations involved in the determination of problems will be greatly expanded in the preparation of annual programs in years following.

C. Due consideration has been given to:

1. The existence of other federally financed programs dealing with similar and other community problems in the State and coordination with those programs, particularly in determining priorities of problems. The selection of members to the Commission was made with a view for the appointment of persons having a broad knowledge of other Federal community aid programs. Consequently, such persons have been instrumental in directing the efforts of the

Commission in the identification of problems which will not conflict with the purposes of other Federal programs. In addition, institutions submitting specific program proposals are required to provide evidence to the State agency that the proposed program does not duplicate existing Federal, State or local programs.

2. The resources of institutions of higher education especially relevant or adaptable to develop and carry out community service programs related to the community problems selected.

   Louisiana is fortunate in having a highly developed State-wide network of public and private institutions of higher education whose resources relate effectively to the community problems selected. In the field of public higher education alone, Louisiana has nineteen major State-assisted universities and colleges or branches located in each of the State's urban areas. These institutions present a wealth of resources in dealing with the kinds of problems identified in this plan.

3. The relationship of the aspect of the community problems selected for solution to other significant community problems in the State.

   The problems selected for inclusion in this annual program reflect three major considerations as related to other community problems.

   a. priority of greatest need in the judgment of the State agency

   b. possible impact in terms of the likelihood of a viable solution

   c. the extent to which other problems were already receiving at least some financial assistance from State, Federal, local, and private sources.

D. <u>Scope, complexity, prevalence, allotments, and other appropriate specific aspects of the annual program</u>

The specific aspects of the comprehensive, coordinated and state-wide system of Community Service and Continuing Education Programs for which financial assistance is requested for the Fiscal Year ending June 30, 1968 are:

1. Government and Community Affairs:
   Improvement of Managerial Ability and Expertise of Community Leaders

This problem in Louisiana is basically that we have limited training programs for the development and improvement of the managerial ability and expertise of community leaders. Unlike many other states in the nation, Louisiana does not possess an Institute of Public Affairs or Institute of Government which has as its primary purpose the training of local officials. We have made some progress in this area, however, with the development at Louisiana State University of a law enforcement and fireman's training program, and the recent establishment of an Institute of Urban Studies.

The Louisiana Municipal Association is the only other agency or civic body that performs any type of training for community leaders. Approximately every four years following the election of new municipal officials, the Louisiana Municipal Association holds a conference to orient newly elected officials to their duties, responsibilities, and problems. There is no agency to our knowledge which provides any training for non-governmental leaders, or governmental leaders on a statewide basis, except for occasional orientation of newly elected sheriffs & legislators.

In response to this situation Governor John J. McKeithen, in late 1966, issues Executive Order Number 53 establishing a training program for state employees. This is the first instance in which in-service training has been made available to wide categories of public servants.

In Louisiana there were, in 1962, some 629 local governmental units in operation. Of this total there were some 258 Municipalities, 67 School Districts and 241 Special Districts such as Drainage Boards, Levee Boards and the like.

The governmental units employed 78,824 persons and expended a total of 535.9 million dollars. Obviously, a high degree of managerial ability and expertise are needed in the administration of such a large and costly segment of our society. And, equally, it is important that we have the community leadership to function within that framework.

The failure of both public and private institutions in our society to apply in practice the best of existing knowledge is not an infrequently noted characteristic of contemporary life. This fact is doubtless accounted for by a variety of interacting conditions, including man's inherent vested interest in present patterns and the ease of inertia. However, to some degree, failure to apply

to already known facts results from defective decision-making, poor organization and an absence of managerial expertise. These deficiencies can be remedied at least in significant part by the continuing education programs of institutions of higher education. The result will contribute to solution of a wide variety of community problems.

Modern management in either private or public institutions includes planning, communicating, organizing, staffing, directing, controlling, innovating--an essentially creative rather than an adaptive task--and representation. While some aspects of each of these components of management are more art than science, they are susceptible to transmission by the educational process. Continuing education programs devoted to creating and enhancing managerial expertise will contribute to the effectiveness of tools and decisional capacities which can contribute mightily to the solution of community problems within the meaning of Title I of the Higher Education Act of 1965.

2. Improvement of Essential Urban Service

Louisiana in the past two decades has become essentially an urban state. According to the U.S. Census of 1960, Louisiana has 63.3% (2,060,606) of its population living in urban areas. Significantly, approximately 50% of the state's population resides in twenty-nine cities with 10,000 or more inhabitants.

Louisiana, then, is realizing that in a generation it has transformed itself from a rural to an urban state with rapidly growing urban communities. And with it comes the understanding that the urban centers are now identifiable as traget areas requiring study of demographic characteristics and the social, economic, and organizational structure. This agency realizes there is a need for a broad base of knowledge among the citizenry of relevant legislation and appropriations and of local, regional and Federal agencies that are operating pertinent programs. There must be clear definitions of major community needs and problems, such as youth opportunities, housing, employment, education, crime, health, transportation, poverty and consumer opportunities. There must be broad perspectives on the inter-relationships of the physical and social environment and comparative knowledge about urban services rendered in other urban areas. There must be a use of the already acquired knowledge of methods, principles and procedures for developing and sustaining broad citizen participation in direct action programs. The agency recognizes the need for skill in conflict management, decision making, communication

and problem solving, as well as familiarity with specific techniques of planning, organizing and putting to good use volunteer citizen groups.

In connection with essential urban services the agency recognizes that there must be put to use the knowledge of specific techniques of political action, including fact finding, organizing and conducting community meetings, defining issues, preparing position papers, maintaining good public relations, testifying and otherwise making known the needs of the community and pressing for the solution of community problems.

a. Louisiana's institutions of higher education should provide solutions for the improvement of essential urban services through the following three major points of attack:

(1) Continuing education programs, such as courses, seminars, and workshops for selected individuals with commitments in the area of urban services, namely, city planners, transit executives, building contractors, architects, financiers, and administrators in the fields of mental health, housing, recreation, and culture, designed to materially assist them in the performance of their duties.

(2) Consultation programs for key community-service organizations exhibiting significant need with respect to the solution of a specific problem, as, for example, might be related to a metropolitan welfare federation or a hospital association.

(3) Demonstration Research Projects, undertaken in cooperation with urban-service agencies, such as welfare departments secondary school systems insofar as youth opportunities are concerned, or vital civic associations, intended to substantially improve the effectiveness of their operations.

b. The State Agency's efforts to assist in the improvement of essential urban services will emphasize community health and community development services.

(1) Community Health Services

(a) Conferences with state and local health personnel and other community leadership directed toward coordinated programs dealing with such community

health problems as water and air pollution, alcoholism, immunization programs, communicable disease control, sanitation and environmental health.

(b) Training programs and conferences for para medical and public health personnel to develop, improve or up-date their skills in dealing with community health problems.

(c) Refresher training programs to qualify nurses, medical technical personnel and public health personnel to re-enter the profession.

(d) Training programs for public health nurses and others to prepare them to deal more effectively with the problems of the aged and persons in low-income circumstances.

(2) Community Development Services

(a) Conferences to improve the effectiveness of community development programs.

(b) Training programs and conferences for administrative and supervisory personnel in labor organizations and in business, commerce and industry.

(c) State-wide and regional problem-solving conferences for community development workers.

2. Human Relations

Awareness of the need for fair treatment of human relations is evidenced by the successful program initiated in this field by Governor John J. McKeithen in his creation of the Commission on Human Relations, Rights and Responsibilities. This Commission was established in 1964 and functions on a statewide basis, composed of members of both races who recognize the worth and value of harmonious relations on all levels of society in this state.

The success of the Commission, coupled with the Governor's leadership in this field, has resulted in an unprecedented era of understanding and sympathetic concern for all concerned.

Recognizing that problems of youth opportunities, employment, poverty and matters that relate to the aged among both white

and Negroes can have an important impact on the entire state, the State Agency has selected this problem area as one which deserves priority treatment. In this recognition is noted the difficulty of the Negro to compete successfully in efforts to provide for himself as amply as his white counterparts do.

Today in Louisiana there is a work force of 1,331,000 and an unemployment ratio of 4.5% or 59,500. The coming year will require a work force of 1,390,000 persons if the current trend continues, calling for skills in both races that can be applied harmoniously.

The largest area of employment in Louisiana is the civil work force which totals 1,032,900. Agricultural workers, once the largest source of employment in this state, now account for only 79,300 and the balance of all jobs are allocated to self employed, domestics and unpaid family households. Therefore, it is clear that if the Negro is to compete successfully for employment, it must be in areas generally alien to him in Louisiana, such as manufacturing, non-agricultural wage and salary jobs, trade, services and governments, instead of his traditional ties to agriculture.

In this important field of Human Relations the State Agency also recognizes the matter of youth opportunities. Today there are some 1,649,000 persons residing in Louisiana who are under 21 years, representing a total of 45.8% of the entire population of this state. This group poses one of the greatest potentials in the Louisiana spectrum--potentials for the betterment of our society or, conversely, potentials for the aggravation of existing problems. To help develop and keep in operation a strong line of communication between this age group and the remainder of society is of utmost concern of the State Agency and top priority is given for the solution of problems in this field.

The problems of the races are perhaps nowhere so clearly identified as in the area of poverty. The sub culture of poverty remains one of the greatest concerns of our society. Beside the immeasurable loss of human resource and productivity, many of our other problems show direct relationships to poverty, particularly among our Negroes.

The Louisiana Department of Public Welfare has long identified the problem of poverty in our society and has set out to cure the ills of the poor. In the main, this has been done through grants which are meant to meet the basic needs of the poor in terms of money resource.

Generally recognized as one of the most effective Welfare Departments in the nation, Louisiana's Welfare Agency has shown remarkable success in dealing with the poor. For the period from 1950 to March, 1967, total cases in public assistance categories of Old Age Assistance, Aid to Dependent Children and Disability Assistance have risen only 3.2% while our total population rose 30.9% during the same period.

Innovations in dealing with poverty seem to be in order. Some attempts in this area bear witness to this fact. Louisiana's Title V Program of the Economic Opportunity Act, begun in 1964, is one such new approach in dealing with poverty through training the poor for gainful employment. Some 1,273 persons have received substantial services in this program and of this number 577 are now employed full time. Of the 577 employed some 203 were welfare recipients of whom 181 cases have been affected by their earnings with 88 earning enough to warrant their removal from welfare rolls and 93 earning enough to warrant a reduction in grant for a total monthly saving of $14,161 in welfare grants.

But as good as have been our state's efforts to ease the pangs of poverty, we are still burdened by the weight of 185,341 cases that receive regular monthly welfare grants in order to meet the basic necessities of life.

And in no place else is the Negro so much in need of assistance as in the sub culture of poverty. For his numbers bear a disproportionatly high percentage of total welfare rolls. Of total grants awarded in Louisiana, 47.4% are made to whites while 52.6% are made to non whites notwithstanding the fact that the total population comprises 67.9% of white and only 32.1% non white.

This high percentage of Negroes who are in the depths of poverty is further shown in the fact that they make up a disproportionate ratio to total population in every category of public assistance.

In October, 1966, the total population in Louisiana of those over 65 years was 280,287, or 7.83% of the total population. Of this number there were a staggering 129,284 receiving welfare assistance, indicating that 46.1% of all Louisiana citizens over 65 did not have adequate resources to sustain themselves and meet their basic needs. And of this number 52.7% are white and 47.3% are non white--clearly showing again that Negroes account for a disproportionate percentage of the poor.

Another illustration of this fact is noted among the needy children under 18 years. Of 25,860 cases of Aid to Dependent Children,

comprising 87,818 children, 22.8% were white and 77.2% were non white. Much of the cause of this disproportionate percentage is attributable to economic frustrations of heads of households that leads to abandonment of the family unit and subsequent establishment of new and oftimes non legal unions that result in more children in identical poor conditions that brought about the original frustrations.

Another cellmate of poverty in Louisiana is illiteracy. And perhaps no area of the spectrum cries out for assistance as does this one. This state has the lowest rank in the entire nation in the percentage of those persons over 25 years with less than 5 years of schooling. The 1960 Census indicates that 21.3% of the adult population over 25 years fell in this category while 6.6% had absolutely no schooling at all!

We presently have some 1,082,576 educables in this state. And while we enforce a mandatory school attendance law for those under 16 years, we suffered a total of 16,035 dropouts last year, of whom 8,430 were white and 7,605 were non white, again showing an unusually high percentage of Negroes based on their representation in the total population. The 10th year marked the heaviest dropout period with 3,389 leaving school permanently in that year of school that most often matches their 16th birthday.

Incentive to go on to higher education is improving in Louisiana as elsewhere and in this category the Negro is quickly closing the gap that exists in the percentages of both races who go on to college. This past year some 46,303 students were graduated from high schools, comprised of 33,053 whites and 13,250 non whites. And of these totals 53% of white students went on to college and 41% of Negro students went on to higher education.

Agencies such as the State Office of Economic Opportunity are launching broad scale attacks on the entire area of poverty. They are joined in their numerous undertakings by the State Department of Education which is presently combating this sub culture with special programs of adult education and incentive programs to reduce the number of school dropouts.

In recognition of the importance of human relations to the people of Louisiana, the State Agency has selected this problem area as one which deserves priority treatment. Projects in this general area will include:

a. Human Relations Seminars and conferences for community social agencies and other community leaders dealing with the problems of youth opportunity, employment and the aged.

b. Human Relations and leadership training programs for indigenous neighborhood leaders in the lower economic groups of urban areas.

c. Human Relations Seminars for teachers and local government personnel to increase their understanding of and ability to work with the sub culture of poverty.

4. Problem Areas

The above listed areas relate to problems of employment, government, health, recreation, transportation, human relations and other community problems identified in Title I of the Higher Education Act of 1965.

5. The amount of Federal funds requested in support of this statewise system of Community Service and Continuing Education Programs is the full amount allocated for expenditures in Louisiana through all Federal appropriations and allocations made to this state.

The State Agency budgets the entire amount available to it from all sources, including Federal funds and matching State funds in the amount set by law.

In this regard, the budget for the fiscal year 1968 will include the following:

1. Government & Community--the sum equal to 45% of the total funds available;

2. Improvement of Essential Urban Services--the sum equal to 28% of funds available;

3. Human Relations--the sum equal to 27% of total funds available.

ADMINISTRATION

	Federal	State	Total
Salaries-Continuing	9,600	9,600	19,200
Wages	125	125	250
Student Labor	240	240	480
Employee Benefits	934	934	1,868
Contractural Services	4,464	4,464	8,928
Materials & Supplies	225	225	450
Travel	1,250	1,250	2,500
TOTAL	16,838	16,838	33,676

E. Notice of the above named priority problem areas and specific aspects thereof, with an invitation to submit program proposals, (will be) transmitted to all eligible institutions of higher education by letter on September 15, 1967.

F. Program proposals will be considered at Commission meetings held between November 15, 1967 and June 10, 1968.

G. Notices of Activation of Community Service and Continuing Education Programs will be forwarded to the Office of Education, Division of Adult Education within 15 days of Commission approval.

H. Notification to the universities and colleges will follow approval of the project activation by the Office of Education.

XIII. Amendments to State Plan

The State Agency agrees that, in addition to the annual amendment required under 173.4 of the Regulations, the State Plan will be appropriately amended whenever there is any material change in the designation of the State Agency, the content or administration of the State Plan, or when there has been a change in pertinent State law. Such amendment will clearly indicate the changes and will be signed and certified in the same manner as the original plan submitted and will become effective upon approval by the Commissioner.

XIV. Eligibility of Programs

The S tate Agency agrees that a proposed program will not be excluded from participation on the basis that it would also be eligible to receive financial assistance under another Federal program, but that no community service program may relate to sectarian instruction or religious worship.

XV. Certification of State Plan

A. Certification by official of the State Agency authorized to submit the State Plan

State of Louisiana. I hereby certify that the attached State Plan was duly adopted by the State Agency on June 8, 1966, and will constitute the basis for participation of the State of Louisiana under Title I of the Higher Education Act of 1965 (P.L. 89-329).

June 8, 1966
Date

Signed John W. Davidson
John W. Davidson, Chairman
Louisiana Commission on Extension
and Continuing Education

B. Certificate of appropriate State legal officer.

State of Louisiana. I hereby certify that the Louisiana Commission on Extension and Continuing Education, the State agency named in the Plan, is the sole State agency for administration of the Plan or for supervision of the administration of the plan; and that such State agency has authority under State law to develop, submit, and administer or supervise the administration of the Plan and that all provisions contained in the Plan are consistent with State law.

June 8, 1966
(Date)

(Signature)

1st Assistant Attorney General
State of Louisiana
(Title)

State of Louisiana

C. Certification by official of the state plan authorized to submit the annual amendment to the state plan.

State of Louisiana. I hereby certify that the attached amended state plan was duly adopted by the State agency on October 18, 1966, and will constitute the basis for participation of the State of Louisiana under Title I of the Higher Education Act of ~~1965~~ (P.L. 89-329).

October 18, 1966
(Date)

Signed
John Davidson, Chairman
Louisiana Commission on
Extension and Continuing
Education

D. Certification by official of the State Plan authorized to submit the annual amendment to the State Plan.

State of Louisiana. I hereby certify that the attached amended State Plan was duly adopted by the State Agency on June 13, 1967, and will constitute the basis for participation of the State of Louisiana under Title I of the Higher Education Act of 1965 (P.L. 89-329).

June 13, 1967
Date

Signed John W. Davidson
John W. Davidson, Chairman
Louisiana Commission on Extension
and Continuing Education

Appendix A-1

LOUISIANA COMMISSION ON EXTENSION AND CONTINUING EDUCATION
TITLE I, HIGHER EDUCATION ACT OF 1965

1. At Large
   John W. Davidson, Chairman
   Insurance Executive
   306 Reymond Building
   Baton Rouge, Louisiana 70801

2. Louisiana State University
   Dr. Lionel O. Pellegrin, Vice Chairman
   Director, General Extension Division
   Louisiana State University
   Baton Rouge, Louisiana 70803

3. State Colleges and Universities under the jurisdiction of the State Board of Education
   A. D. Smith
   Member, State Board of Education
   P.O. Box 26052
   New Orleans, Louisiana 70126

4. Private Colleges
   Dr. Andrew Hedmeg
   State Health Officer; President, State Board of Health
   Professor of Medicine, Tulane University Medical School
   P.O. Box 60630
   New Orleans, Louisiana 70160

5. Parochial Colleges
   Dr. John F. Christman
   Director for Academic Affairs, Loyola University
   6363 St. Charles Ave.
   New Orleans, Louisiana 70118

6. Local Government
   Hon. W. L. Howard, Mayor
   City of Monroe
   Monroe, Louisiana 71201

7. Civic Organizations
   James F. Brunson
   2606 Florida Boulevard
   Baton Rouge, Louisiana 70802

8. Labor Organizations
F. C. Doyal
Administrator, Division of Employment Security
1001 North 23rd Street
Baton Rouge, Louisiana 70804

9. Management
Robert Bentz
Contractor
403 Lakeshore Drive
Monroe, Louisiana 71201

10. At Large
Dr. Felton Clark
President, Southern University and Agricultural and Mechanical College
Baton Rouge, Louisiana 70813

11. At Large
Dr. R. W. E. Jones
President, Grambling College
Grambling, Louisiana 71245

APPENDIX B

Louisiana Institutions of Higher Education
Title I, Higher Education Act of 1965

2. Centenary College of Louisiana
P.O. Box 4188
Centenary Station
Shreveport, Louisiana 71104

3. DeLisle Junior College
6901 Chef Menteur Highway
New Orleans, Louisiana 70126

4. Dillard University
2601 Gentilly Boulevard
New Orleans, Louisiana 70122

5. Francis T. Nicholls State College
Thibodaux, Louisiana 70301

6. Grambling College
Grambling, Louisiana 71245

8. Louisiana College
Pineville, Louisiana 71360

9. Louisiana Polytechnic Institute
Ruston, Louisiana 71271

10. Louisiana State University and
Agricultural and Mechanical College
Baton Rouge, Louisiana 70803

11. Louisiana State University at
Alexandria
Alexandria, Louisiana 71303

12. Louisiana State University
Medical Center
1542 Tulane Ave.
New Orleans, Louisiana 70112

13. Louisiana State University, New Orleans
Lake Front
New Orleans, Louisiana 70112

14. Loyola University
6363 St. Charles Ave.
New Orleans, Louisiana 70118

15. McNeese State College
Lake Charles, Louisiana 70602

17. New Orleans Baptist Theological
Seminary
3939 Gentilly Boulevard
New Orleans, Louisiana 71205

18. Northeast Louisiana State College
Northeast Station
Monroe, Louisiana 71205

19. Northwestern State College
Natchitoches, Louisiana 71457

20. Notre Dame Seminary
2901 S. Carrollton Ave.
New Orleans, Louisiana 70118

21. Our Lady of Holy Cross College
4123 Woodland Dr.
New Orleans, Louisiana 70114

22. St. Joseph Seminary
St. Benedict, Louisiana 70457

23. St. Mary's Dominican College
7214 St. Charles Ave.
New Orleans, Louisiana 70118

24. Southeastern Louisiana College
College Station
Hammond, Louisiana 70402

25. Southern University & Agricultural
and Mechanical College
Baton Rouge, Louisiana 70813

26. Southern University Branch, New Orleans
    6400 Press Drive
    New Orleans, Louisiana 70126

27. Tulane University of Louisiana
    6823 St. Charles Ave.
    New Orleans, Louisiana 70118

28. University of Southwestern Louisiana
    Lafayette, Louisiana 70506

29. Xavier University of Louisiana
    7325 Palmetto St.
    New Orleans, Louisiana 70125

30. La. State University at Eunice
    Eunice, Louisiana 70535

31. La. State University at Shreveport
    1800 Line Ave.
    Shreveport, Louisiana 71101

32. Southern University at Shreveport
    Shreveport, Louisiana

JOHN J McKEITHEN
GOVERNOR

State of Louisiana

EXECUTIVE DEPARTMENT

Baton Rouge

May 10, 1966

Mr. Harold Howe, III
U. S. Commissioner of Education
Department of Health, Education and Welfare
Washington, D. C. 20202

Dear Mr. Howe:

This is to advise you that I plan to name a Commission to administer Title I of the Higher Education Act of 1965.

I believe that a separate and distinct Commission should be established to administer this comprehensive program on a statewide basis.

This Commission will be named the Louisiana Commission on Extension and Continuing Education. It will consist of eleven (1) members appointed by the Governor. There will be one representative from the following institutions, organizations, and political bodies, to-wit:

1. Louisiana State University
2. State Colleges and Universities under the jurisdiction of the State Board of Education
3. Louisiana State Department of Education
4. Private colleges
5. Parochial colleges
6. Local government
7. Civic organizations
8. Labor organizations
9. Management
10. At large
11. At large

The staff for the Commission will consist of a Director and Secretary appointed by the Governor.

Mr. Harold Howe, III
U. S. Commissioner of Education
Page Two
May 10, 1966

I believe that this Commission will conform with the requirements of Section 105 of the Higher Education Act of 1965. Please inform me at the earliest convenient date if the representation of the Commission meets the requirements of the Act. I plan to have the Commission I appoint proceed immediately with the necessary steps to implement Louisiana's participation in Title I.

With kindest regards and best wishes, I am

Sincerely,

John J. McKeithen

Governor of Louisiana

JJMcK/jl

JOHN J. McKEITHEN
GOVERNOR

State of Louisiana

EXECUTIVE DEPARTMENT

Baton Rouge

June 1, 1966

Mr. Harold Howe II
U. S. Commissioner of Education
Department of Health, Education and Welfare
Office of Education
Washington, D. C. 20202

Dear Commissioner Howe:

I deeply regret the misunderstanding which has resulted relative to the participation of Louisiana in Title I of the Education Act of 1965.

It is my intention to establish a separate and distinct agency entitled, "Louisiana Commission on Extension and Continuing Education." I do not plan to establish a state advisory council under Louisiana State University.

I would appreciate it if you would inform me as soon as possible if this separate and distinct commission will meet the requirements of the statute. Our Department of Education is presently drafting a comprehensive program for Louisiana's participation in Title I.

Your immediate attention to this matter will be appreciated.

Sincerely,

John J. McKeithen

Governor of Louisiana

JJMcK/jl

cc: Honorable William Dodd
Superintendent
Department of Education
State Capitol
Baton Rouge, Louisiana

APPENDIX C

COMMUNITY SERVICE AND CONTINUING EDUCATION
PROGRAM PROPOSAL

DATE:

PROGRAM TITLE:

Name & address of primary Higher Education Institution

Cooperating Institutions of Higher Education

Program Director:
Name
Address
Phone No.

Dates of Program: From _____ To _____

Proposed Budget: (Institutions)	Federal Funds	Matching	Total
_____	$_____	$_____	$_____
_____	_____	_____	_____
_____	_____	_____	_____

Fiscal Officer:
Name
Address
Phone No.

Cost per Participant $_____

Number of Participants _____

Source of Matching Funds:

Fees _____%

Appropriations _____%

Institutional Funds _____%

Other (Specify) _____%

I. Problem

A. Describe the community problem with reference to the general problem area(s) identified in the State Plan.

B. State area the program is directed toward (urban, suburban, or rural).

II. Program

A. Set forth a detailed description of the program, activity or service to be provided. Include program content, methods & materials to be employed, faculty resources involved, and, where applicable, frequency & duration of sessions.

B. List governmental units, private organizations, & community agencies cooperating.

C. Describe the population to be served (identifiable group classification).

D. Describe geographic location encompassed by the program.

E. Indicate whether the program is new or an expansion or improvement of an existing program.

F. State specific objectives of the program.

III. Statement of Professional Personnel experience and special institutional resources.

A. Faculty Members (Biographical Information)

B. Description of institutional services and facilities:

IV. OUTLINE OF PROCEDURES TO BE USED FOR EVALUATION OF PROGRAM EFFECTIVENESS.

CERTIFICATION OF PROGRAM PROPOSAL

Required for Participants In
Title I, Higher Education Act 1965

I hereby certify:

a. That the proposed program is not otherwise available;

b. That the conduct of the program or performance of the activity or service is consistent with the institution's over-all educational program and is of such a nature as is appropriate to the effective utilization of the institution's special resources and the competencies of its faculty;

c. That, if courses are involved, such courses are extension or continuing education courses and (1) that they are fully acceptable toward an academic degree, or (2) that they are of college level as determined by the institution offering the courses;

d. That fiscal control and fund accounting procedures will be in accordance with the State Plan; and

e. That no part of this proposed program relates to sectarian instruction or religious worship and will not be provided by a school or department of divinity.

DATE _____

SIGNED _____
(President)

INSTITUTION _____

CERTIFICATION OF COMPLIANCE
WITH TITLE VI OF
THE CIVIL RIGHTS ACT OF 1964

Required for Participation in
Title I, Higher Education Act of 1965

_____(hereinafter called the
(Name of institution)
"Contractor") agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), to the end that no person in the United States shall, on ground of race, color, or national origin, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives Federal financial assistance, either directly or indirectly, from the Louisiana Commission on Extension and Continuing Education under Title I, Higher Education Act of 1965; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement. This assurance is binding on the Contractor, its successors, transferees, and assignee, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor.

Date _____

Signed _____
(President or authorized official)

Institution _____

PROPOSED PROGRAM BUDGET

_____
(Name of Institution)

Fiscal Year _____ (Beginning _____ Ending _____)

Accounting Practice: (check one)
___ cash
___ accrual
___ obligation
___ other (specify)_____
_____
_____

A. Salaries

Administrative and Clerical $_____

Instructional $_____

Sub-Total Salaries $_____

Fringe Benefits $_____

Sub-Total Fringe Benefits and Salaries $_____

B. Supportive Expenses

Travel $_____

Supplies and Expenses $_____
(Consummable supplies, space costs, rental, telephone, etc.)

Equipment $_____

Other $_____

Sub-Total Expenses $_____

Total, Items A and B $_____

Overhead $_____

Total Project Costs $_____

Local Funds $_____

Federal Funds Requested $_____

Date_____ Authorized Official_____

BUDGET NOTES (Please refer to eligible costs as outlined in the federal regulations paragraph 173.27 (b) (Title 45, ch. I, part 173)

NOTE: No funds can be budgeted for participants; that is, no individual who attends a course, lecture, or conference in a learning capacity may receive funds or have his expenses paid. (This includes, food, lodging, travel, etc.)
EXCEPTION: Those participants receiving an annual income of less than $3,000 may be reimbursed for travel, food, and lodging.

APPENDIX D

Listing of forms, manuals, executive orders, and other regulating items of the Division of Administration, State of Louisiana governing the administration of the Louisiana Commission on Extension and Continuing Education.

1. State Accounting Code Manual

2. Title 39, Chapters 1, 3B, 3C Revised Statutes

3. State of Louisiana Purchasing Manual

4. Instructions for Preparation of 1966-67 Budget Request Forms

5. Executive Orders
   #9--Procedures for pooling state cars.
   #10- Transfer of La. State Educational Agency for Surplus Property to the Division of Administration.
   #14- Disposition of surpluses from State appropriations and encumbering funds at the end of a fiscal year.
   #15- Remittance to State Treasury of revenues and receipts collected.
   #16- Disposition of excess collections over amounts shown in approved budget from all sources of state funds, other than state appropriations.
   #17- Allotment from State appropriations and withdrawal of cash from State Treasury.
   #18- Establishment of Controls over personal services and related benefits.
   #20- Authority for purchasing and administration thereof.
   #21- Official Rules and Regulations for Purchasing.
   #22- Emergency, Out-of-Schedule, and Revolving-Fund Purchasing.
   #23- Leave Record Establishment and regulations.
   #26- Transfer of State Educational Agency from Division of Administration to Executive Dept.
   #27- Establishment of the Office of Emergency Planning
   #33- Establishment of the Governor's Highway Safety Committee
   #34- Establishment of the Governor's Advisory Committee on Aviation
   #43- Establishment of Commission on Law Enforcement Officer Standards and Education
   #45- Retirement extention for classified and unclassified employees.
   #46- Contract with Gulf South Research Institute for a study of THE ECONOMIC DEVELOPMENT OF LOUISIANA.
   #47- Compact on Education upon which to develop policy alternatives in the field of education.
   #48- Creation of La. Comm. on Extension & Continuing Education
   #50- Guidelines for selection of architects & engineers for state projects
   #51- Creation of an Industrial Scouting Team
   #52- Study regarding an insurance merit rating system for La.
   #53- Management Development Program for state civil servants.

6. Commissioner's Fiscal Policy and Procedure Memorandums
   #1--Policy and Procedure Memorandum--Div. of Administration
   #2--Extension of the Employment of an Employee who has reached the age of retirement.
   #3--Requests for Creation of New Positions not allocated in current budgets.
   #4--Hiring of Consultants
   #5--Electronic, Scientific, and Data Processing Equipment
   #6--Closing Prior Year Appropriations
   #7--Responsibility of Fiscal Approval
   #8--Requests for Board of Liquidation Appropriations
   #9--Fiscal Notes to Proposed Legislation
   #11- Policy and Procedure Memorandum--Surplus Property
   #12- General Travel Regulations
   #13- Disposition of Proceeds-Sales of Surplus
   #14- Definition of "Property"
   #15- Fiscal Information required from non-budgeted agencies
   #16- Purchasing--Policy, Procedures, Rules & Regulations.

7. Travel Regulations as set forth by the Div. of Administration

8. Forms of the Div. of Administration
   a. Annual Fiscal Report (BF-1)
   b. Total Expenditure Form (BF-2)
   c. Schedule of unpaid invoice & unliquidated encumberances (BF-3)
   d. Schedule of Federal and other funds available for expenditure (BF-4)
   e. Schedule of Income not available for expenditure for fiscal year (BF-5)
   f. Cash Report (BF-6)
   g. Unclassified Service Employment Report (BF-7)
   h. Unclassified Service Employment Change Form (BF-8)
   i. Request for Extension of Employment (BF-9)
   j. Forms Requisition (BF-10)
   k. Request for Quarterly Allotment (BA-1)
   l. Quarterly Request for Cash (BA-2)
   m. Schedule of Salaries--Continuing (BA-3)
   n. Quarterly Request for Rentals (201:07)
   o. Quarterly Request for Equipment (501)
   p. Monthly Report of Operations (BA-6)
   q. Request for Change of Annual approved budget (BA-7)
   r. Request for New Or Substitute Position (BA-8)
   s. Cash Journal (BA-9, BA-10, BA-11)
   t. Travel Expense Account (BA-12)
   u. Standard Pay-in Voucher (BA-13)
   v. Petty Cash Expense Account (BA-16)
   w. Payroll Summary (BA-18)
   x. Request for Lump-sum allowance (BA-19)
   y. Teacher's Retirement System (BA-20), Continuation Sheet (BA-21)

Louisiana State Plan

Revised October 26, 1967

Addition
Pg. 19A Certificate of Appropriate State Legal Officer.

State of Louisiana. I hereby certify that the Louisiana Commission on Extension and Continuing Education, the State Agency named in the Plan, is the sole State agency for administration of the Plan or for supervision of the administration of the plan; and that such State agency has authority under State law to develop, submit, and administer or supervise the administration of the Plan and that all provisions contained in the Plan are consistent with State law.

October 26, 1967 _____
(Signature)

_____
(TITLE)

STATE OF LOUISIANA

Addition

Pg. 7, paragraph C

Participating institutions will be required to provide accounts and supporting documents relating to each project which will be adequate to permit an accurate and expeditious audit of the program. The institutions and the State Agency must maintain records to substantiate the proration of expenditures which will be made on a time-ratio basis in the case of salaries and personal benefits and a use-ratio basis in the case of equipment.

Deletion--
Pg. 31a-Note regarding eligible costs for participants.